

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 672-1

17 February 1999

Decorations, Awards, and Honors
AWARDS PROGRAM

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1. HISTORY. This is a revision of an existing publication.

2. PURPOSE. This memorandum establishes policy and outlines responsibilities and procedures for the USA DENTAC awards program. The contents of this DENTAC memorandum are not intended to be inclusive in scope of policies and procedures of military and civilian awards. Its intent is to provide supervisors and employees a guide to the award process. It is the responsibility of all supervisors to become familiar with the below-listed references to ensure fair and equal treatment of all employees.

3. SCOPE. Applicable to all personnel assigned to the USA DENTAC, Fort Huachuca.

4. REFERENCES.

a. Army Regulation 600-8-22, Military Awards, 25 Feb 95.

b. Army Regulation 672-20, Incentive Awards, 1 Jun 93.

5. RESPONSIBILITIES.

a. The commander, USA DENTAC is responsible to establish and monitor an awards program to ensure timely and tangible recognition for acts of valor and for meritorious achievement or

This memorandum supersedes DENTAC Memorandum 672-1, 25 Sep 98 service. This program will include an awards committee that will meet quarterly or on an ad hoc basis as called by the chairperson. The committee may initiate actions for awards and will review all award recommendations and nomination memorandums for the Post Civilian of the Month and the DENTAC Civilian/Soldier/NCO Recognition of the Quarter Program.

b. The committee will review all recommendations for content, accuracy, grammatical structure, spelling, and establish if the soldier or civilian had received any interim award, and that the soldier is not under suspension of favorable personnel Recommendations from the committee will be forwarded to the DENTAC commander for final approval/disapproval.

c. The first-line supervisor is responsible to ensure all deserving personnel are recommended for an appropriate award upon completion of meritorious achievement or service.

6. PROCEDURES.

a. Criteria for award of military/civilian awards and decorations are set forth in Army Regulation (AR) 600-8-22 and AR 672-20. Successful accomplishment of normal duties is not sufficient justification for recognition of an award. Recommendations must be directly linked to specific achievement or mission accomplishment.

b. Military Awards.

(1) Military award nominations (DA Form 638) should reflect both the individual's level of responsibility and manner of performance. Additionally, the bullet statements should cite the meritorious achievements or service performance to warrant the award. While AAM and ARCOM awards are approved by the DENTAC commander, an MSM or higher is reviewed locally, submitted through the Great Plains Regional Dental Command, the U.S. Army Dental Command, to the U.S. Army Medical Command for approval.

(2) USA DENTAC Soldier/NCO Recognition program recognizes enlisted military personnel assigned to the activity for excellence of deeds both on and off duty. Any DENTAC employee may nominate a soldier by processing a DENTAC Soldier/NCO Recognition Form (appendix A) through the DENTAC Awards Committee. The winner will receive a Special 4-Day Pass to be used during the next quarter and a DENTAC Certificate of Appreciation.

c. Civilian Awards:

(1) Civilian Awards are made in accordance with the provisions of AR 672-20, Incentive Awards. Employees should never be informed that they are under consideration for an award. Employees may receive an honorary, monetary, or a time-off award. An employee may only be recognized once for the same achievement. When a performance appraisal is used as justification for an award, all element-rating explanations must show how a performance standard was exceeded to support an award nomination.

(2) An On-the-Spot (OTS) cash award is a small cash award given by a supervisor for superior, day-to-day, mission accomplishment. The award ranges from \$25 to \$250. A nomination package includes a DA Form 1256 and a brief justification, no citation is needed, and should be submitted NLT 15 days after the end of the act.

(3) Honorary and Non-Monetary Awards.

(a) For an annual performance appraisal rated Successful without a Time Off Award (TOA) or monetary nomination, a DA Form 2443 (Certificate--Officially Commended) will be presented to the employee by the commander.

(b) For an annual performance appraisal rated Successful with a TOA or monetary nomination, a copy of the front side of the DA Form 7223 becomes the award nomination. Although the yardstick for relating time off to the number of excellence ratings received has been set by the board, the supervisor may request the board consider other levels of award. An employee receiving two excellence ratings will receive \$300; three excellence ratings, \$300 and 9 hours TOA; and four excellence ratings, \$300 and 18 hours TOA. However, the first line supervisor may present a case to the board requesting the 18 hours be increased to 27 hours.

(c) A Certificate of Achievement (DA Form 2442) may be given with an appropriate justification of a special achievement. A performance appraisal is not justification for this award.

(d) Length of Service Recognition is given for Federal service, to include military service. This recognition consists of a certificate and an emblem showing the years of service. This recognition is initiated by DENTAC headquarters and is not reviewed by the Awards Committee.

(e) Fort Huachuca Civilian of the Month Program recognizes employees for superior work and/or those who perform meritorious acts of service either on or off duty. Fort Huachuca Regulation 690-5 (Civilian of the Month/Civilian of the Year) covers rules and nominating procedures. All supervisors are encouraged to nominate any employee by submitting FH Form 690-18-R-E through the activity Awards Committee in sufficient time to meet the Fort Huachuca deadline of the 10th day of the month.

(f) USA DENTAC Civilian of the Quarter Program recognizes employees for superior work without competing at the installation level. Any DENTAC employee may nominate a civilian by submitting a DENTAC Civilian of the Quarter nomination form (appendix B) to the Awards Committee during the first week of the new fiscal quarter (January, April, July, and October). Justification for this nomination must be a specific accomplishment that occurred during the previous quarter. The committee will meet at

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the start of the second week of the quarter. The DENTAC Civilian of the Quarter will be announced at Commander's Call following the Awards Committee meeting. The winner will receive 2.5 percent of his/her base pay and a DENTAC Certification of Appreciation. The remaining nominees will receive an impact award in the amount of \$250. These funds are subject to availability of funds.

(g) Time Off Awards (TOA). Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements contributing to the Army mission. The extent of the contribution to the Army mission will determine the amount of time that it is approved. TOAs may be granted in amounts up to 40 hours for a single contribution. Awards must be submitted through the Awards Committee and approved by the DENTAC commander. The TOA must be taken within one calendar year of the date of processing by CPO. Nomination of a 1-day off award must be processed on a DA Form 1256 with a short description of the employee's achievement, indicating that the award is a TOA, the length of time off, and signature of the nominating and/or approving official. For awards of more than 1 day off, the tangible/intangible benefits criteria outlined in chapter 2, AR 672-20, will be used to determine benefits and award amount. The award amount will then be converted to time off using the employee's hourly rate of pay.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040.

//Original Signed//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

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APPENDIX A

DENTAC SOLDIER/NCO RECOGNITION
NOMINATION FORM

NAME : _____ DATE : _____

RANK : _____

ACCOMPLISHMENTS :

Submitted by: _____

APPENDIX B

DENTAC CIVILIAN OF THE QUARTER
NOMINATION FORM

NAME : _____ DATE : _____

ACCOMPLISHMENTS :

SUBMITTED BY : _____